

Professional and Managerial Branch  
Public Works Group  
Street Series

STREETS ASSISTANT DIRECTOR

07/02 (RB)

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*Summary*

Under general direction, manage coordination of diverse street department maintenance and construction operations and administration directly and through assigned subordinate division managers and staff support; serve as primary stand-in for department head.

*Typical Duties*

Plan, organize, implement, direct and evaluate street, bridge, drainage, signaling and lighting alteration, construction, installation, maintenance and allied in-field activities. Involves: meeting with City planners, government agencies and civic entities on long range growth and development plans; acting as resource expert in planning and fund request forums; responding to information inquiries; developing plans to meet projections; assessing costs; preparing resource request forecasts; projecting equipment, materials and personnel requirements to meet budgeted project completion standards; scheduling multi-year utilization of allocated resources and assets in conjunction with department head, and monitoring usage and reallocating assets to meet planned and emergency work; establishing construction controls; evaluating maintenance and condition of equipment; assuring that traffic control, construction, maintenance and installation meet planning standards; integrating graffiti removal, sign replacement and traffic control installation actions into ongoing maintenance activities; initiating and overseeing emergency actions as authorized; developing specific project action documentation for approved projects; ensuring technical compliance with mandated standards; responding to agency and citizen complaints and inquiries, including writing responses, negotiating and resolving disputes, directing controversy resolution efforts of subordinates, recommending dispute resolution alternatives, providing information in dispute resolution proceedings; investigating industrial and civil liability accidents; recommending and directing corrective actions; monitoring procedures to minimize reoccurrence; initiating and monitoring division safety and accident prevention program.

Direct and integrate fiscal controls and administrative support activities into plans, projects and operational needs. Involves: overseeing operational and project planning budget preparation; establishing and enforcing cost control procedures and report systems to meet audit and operational needs; monitoring project costs and progress; examining and approving requisitions; verifying requests against project plans and budgets providing guidance on long range budget projections; verifying assembly of final budget preparation documents; projecting capital acquisition needs and budget; preparing acquisition budget data; writing equipment bid specifications; following-up on purchasing processes; verifying delivery and payment; preparing contract bid input documentation; verifying scope of work, schedules, materials, costs and burden sharing arrangements in request for proposal documents; analyzing bid responses; recommending contract award; evaluating contract execution; monitoring costs and completion progress; verifying completed work and contract acceptability; following up on warranty compliance; overseeing data management project development and execution pertaining to fiscal, personnel, operational and administrative controls by ensuring that data project schedules are met, reports are executed and corrective action is taken as required and that data systems meet regulatory, funding agency and departmental standards and needs; evaluating funding grant projections of State and Federal agencies, planning for use of funding to meet forecast needs, developing schedules and budgets for implementing approved expenditures, justifying matching fund requirements, and preparing presentation documents; monitoring bridge and meter collections, receipts and accounting procedures; auditing fiscal controls and reported data; investigating discrepancies and taking corrective action.

Perform general department management functions when director is unavailable, as authorized and qualified to sustain overall continuity and coordination of ongoing projects and functions. Involves: representing department interests on operational and planning issues in accordance with accepted practices to collaborate with functionally interested City staff and operating departments in use of personnel, materials, facilities and time within prescribed limits; referring unprecedented problems that may necessitate deviation from general City policies to next higher level of executive or official available for decision or guidance; preparing and disseminating departmental directives.

Supervise assigned supervisory and non-supervisory professional/managerial and general services personnel. Involves: determining and changing work flow, procedures and results targets; scheduling and balancing workloads of divisions; making or approving project assignments; issuing written and oral instructions; arranging for or conducting division level orientation and training; examining work for exactness, neatness, and conformance to policies, procedures and regulations; guiding staff to overcome difficulties encountered; correcting errors and rectifying complaints; measuring and evaluating performance of direct reports and reviewing employee appraisals by subordinate supervisors; coaching to motivate competency improvement and career advancement; maintaining harmony among employees and resolving grievances; serving on applicant review panels; recommending employee selection, pay adjustments or commendations, discipline and termination and other status changes.

Perform related professional and managerial functions as required. Includes: substituting for subordinates by carrying out duties as qualified to maintain continuity of ordinary services; providing technical and planning guidance support to projects involving other City departments and personnel; explaining and demonstrating work to assist and train less knowledgeable employees.

*Minimum Qualifications*

Training and Experience: Graduation from an accredited college of university with a Bachelor's Degree in Business Administration, Management or related discipline, plus seven (7) years progressively responsible professional experience in management of street or highway construction and maintenance including three (3) years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: administrative, budgetary and managerial policies and procedures applicable to street maintenance and construction; project management, cost analysis, long range project planning and budget preparation principles and methods; government agency regulatory construction and maintenance standards. Considerable knowledge of: street and roadway planning processes; urban planning techniques; grading, drainage and environmental control requirements; work flow analysis and redirection techniques. Good knowledge of: computer applications for documenting and analyzing project and budget control activities; public and employee relations techniques.

Ability to: firmly and impartially exercise supervisory authority; interpret, apply and explain rules, regulations, policies and procedures; read and interpret planning and accounting documents, prepare and analyze project bid proposals and construction drawings, maps and other documents; make and analyze financial calculations; recommend solutions to administrative and control problems encountered in reviewing plans; identify, compile, organize and analyze data to prepare reports and maintain records; maintain effective working relationships with fellow employees, other City departments, outside agencies, the general public, contractors and project inspectors; express oneself clearly and concisely, both orally and in writing.

Skill in the safe operation and care of: personal computer or network work station, and generic business productivity and specialized accounting and project management software comparable to that installed; motor vehicle.

Physical Effort and Work Environment: Occasional: moving over uneven terrain; exposure to adverse field conditions; driving through city traffic to inspect construction sites.

Licenses and Certificates: Valid Texas Class "C" driver's license or equivalent issued by another state.

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Human Resources Director

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Department Head